

SAMPLE INTERVIEW QUESTIONS

1. Tell us about a specific situation where your success depended on your ability to get others (public and staff) to follow your guidance and/or instruction.
2. Why do you want to be a manager/supervisor?
3. What qualities do you think make a good supervisor?
4. Describe your experience in dealing with personnel (conduct and performance) issues.
5. What do you feel are the most important duties of a Manager?
6. Describe your experience in dealing with elected officials at the county, state, and federal levels, as well as the media.
7. Tell us about a specific situation where your success depended on your ability to get others to follow you when you were dealing with multiple customers and uncertainties, and you needed the commitment of people to make something work.
8. Tell us about a situation when you needed commitment to complete something, and it did not meet your expectations. How did you react?
9. Tell us about a specific change you were successful at adapting to in your current position.
10. Tell us about a specific time when you found it most difficult to adjust to change.
11. Tell us about a time when you were frustrated trying to satisfy an internal customer where deadlines were tight and people had to work extra hard to deliver.
12. How would you motivate your employees to "get on the bandwagon" when working on a project?
13. Tell us about a time when it was the most difficult to work as a member of a group or team.
14. Tell us about a time when you worked with a group that was particularly successful in completing a project or assignment.
15. Tell us about a time it was the most difficult to communicate successfully as a member of a group or team.
16. How would you approach and resolve a significant personality conflict between members of your staff?
17. How would you approach and resolve a significant personality conflict between a member of your staff and a member of another staff?

18. What are the top 2 strengths you would bring to the position? What things would you like to improve?
19. Describe your management style.
20. How would you handle disciplinary actions and/or performance problems?
21. What is your philosophy in developing employees for career advancement? Do you have an example?
22. What do you feel are the most important duties of this position?
23. What qualities do you think make a good supervisor and a bad supervisor?
24. What attributes can you "add" to make our office a better place to work?
25. Tell us about a time when you felt your communication ability was particularly successful in completing a project or assignment.
26. Why do you want to work for the BLM?
27. What strengths can you bring to the field office?
28. As a supervisor, describe the kind of management style you would use. How would you handle disciplinary actions?
29. How would you handle the employee performance evaluation process? What level of employee participation do you think is appropriate?
30. I'm looking for a leader who can show me how to get things accomplished, not why we can't (red tape). How would you ensure a "can do" attitude in an office you manage?
31. With a limited budget, how would you decide who gets to go to training in your office?
32. What would you do to maintain or increase unity/team spirit and efficiency within your office?
33. How would you approach and resolve a significant resource issue which impacts your office? (networking, synergizing, brainstorming)?
34. Why are you interested in this job?
35. Forestry and fuels management are the largest programs that you'll be responsible for. What's your understanding of these programs?
36. What, if any, experience have you had working on Landscape or Watershed Assessments?
37. The EPAP (performance plan) for this position lists supervision and budget oversight for our renewable resource program as the two critical performance measures. What do you feel would be your strengths and weaknesses related to those measures?

38. Out of the various positions you've held, which one is/was your favorite? Why?
39. Do you have a "preferred" method of decision making?
40. If you're selected for this position, how would you like to spend the first month on the job?
41. How would you characterize an employee with a good work ethic?
42. Describe what the term "multiple use" means to you and how you would explain this in a public forum.
43. Describe your experience and ability to work with a wide variety of partners and cooperators to accomplish projects.
44. Describe your management/supervisory style. Specifically, address how you will motivate staff and set work priorities.
45. Describe your qualities/characteristics that will benefit our management team.
46. Why would you want to move to _____?
47. What are you most passionate about in your career?
48. What do you consider to be your most important career accomplishments?
49. What do you see as the challenges facing the public lands for the next 5-10 years?
50. How would you deal with an internal team conflict where things are heated?
51. In a multiple use agency, wildlife is often viewed as a roadblock. How would you promote conservation and work with managers and other program staff to turn that perception around?
52. We are currently working on a Sage Grouse Management Plan for MT. The actions outlined in the plan are intended to have a positive effect on sage grouse and to prevent the species from being listed under the endangered species act. What role do you feel that the BLM should play in sage grouse recovery and how would you implement that role?
53. What experience do you have with initiating and maintaining partnerships? Using these partnerships to acquire funding through Challenge Cost Shares?
54. What are the strengths and weaknesses you have experienced using an interdisciplinary approach?
55. What would you like to accomplish as (position title)?
56. What kind of supervisor brings out the best in your performance?
57. How do you approach conflict?

58. What experience do you have in dealing with the media, elected officials, and stakeholders on controversial issues?
59. What might you do to maintain or increase unity/team spirit and efficiency within the management team and within the office in general?
60. Describe your experience in directing budget development and tracking performance.
61. How would you handle the situation if you felt your viewpoints were not being considered by your supervisor?
62. Regarding personnel issues such as conduct and performance, grievances, and EEO complaints, you may have to lead delicate discussions between or among staff members. How would you rate your ability to handle such discussions tactfully and to lead the discussions to a suitable conclusion?
63. How does your experience relate to this position, in particular?
64. What are, or were, the most rewarding aspects of your most recent job?
65. What would your ideal job be like?
66. If you had unlimited time and financial resources, what would you do?
67. After learning more about this job, which aspects interest you most?
68. In what aspects of this job do you feel most confident?
69. In your last job, how did the realities you experienced differ from your initial expectations?
70. What concerns you most about performing this job?
71. Which of your skills do you think is most relevant to this job?
72. What situations excite and motivate you?
73. What type of management style do you think is the most effective?
74. Have you patterned your own management style after someone in particular?
75. Describe a leader you admire.
76. Describe a time when you have used a problem-solving process to obtain successful results.
77. What personal characteristics do you think add to your overall effectiveness?
78. How do you measure the success of your work?
79. Have you ever resolved a long-standing problem?

80. Describe a time you had to make an unpopular decision.
81. Describe a time when there was no rule or precedent to help you attack a problem.
82. What is the most innovative project you have ever worked on?
83. Give me proof of your persuasiveness.
84. Describe a time when you had to alter your leadership style.
85. Give an example of how you saw a project through, despite various obstacles.
86. Tell me about a time when you showed real diligence or perseverance.
87. Tell me about a time when your diplomacy skills were really put to the test.
88. Tell me about an accomplishment you had a difficult time achieving.
89. Where do you hope that your career will have progressed to in the next few years?
90. What makes you think that this job is right for you at this point in your career?
91. Have you ever found yourself really burned out from a job, and if so, what did you do about it?
92. Describe two or three aspects of your last job that you never want to repeat.
93. What do you find to be the most rewarding, and the most frustrating, aspects of managing people?
94. How do you establish yourself when you are assuming a new management position?
95. In your experience, what type of organization is most effective in driving improvements and allowing you to manage effectively?
96. Is there anything else we should know about you, as an applicant? Do you have anything to add?
97. What do you find most attractive about the job for which you are interviewing? What do you find least attractive?
98. What do you consider to be your work-related strengths and weaknesses?
99. What adjectives would you use to describe your relationships with your coworkers in your present/previous position? What adjectives would you use to describe your relationships with subordinates? Explain.

100. Describe a situation in which your work was criticized and how you handled this situation?
101. What is your concept of an ideal work environment?
102. How do you manage pressure or deadlines?
103. Do you prefer working alone or in groups? Can you give me examples of situations like these that you liked or didn't like?
104. What are some things you would like to avoid in a job? Why?
105. What kind of pressures have you encountered in your previous work experiences, and how have you dealt with the pressures?
106. How would you define the job for which you are interviewing?
107. What do you see as the most difficult task involved in the position for which you are interviewing?
108. What do/did you like best about your present/previous position? What do/did you like least?